



Volunteer Coordinator Job Description (VC)

Coordination of New Volunteers

1. Reviews volunteer's database for new applicants twice weekly. (All new applicant will auto populate as "potential" volunteer.)
2. Contacts new volunteer to ascertain volunteer details as per H.O.N.O.R. website volunteer database. i.e.; address, talents, and need for background check, affiliation with organization(s) or church.
3. Determine if background form is needed.
 - a. If volunteer wishes to be a Team Leader they need to agree to complete a Work Order form (or work with Work Coordinator on the completion of the form.) then a background form is required.
 - i. Volunteer Coordinator to check box in database that reflects background check is required.
 - ii. Volunteer Coordinator will mail background form to potential volunteer if needed.
 - iii. If Volunteer already had a background check done with another organization a copy of the report needs to be sent to H.O.N.O.R. before Volunteer will be able to work solo and/or be a team leader
 - b. If volunteer wishes to participate *only* as a Team Member then a background form is not required.
 - i. Volunteer Coordinator will not check box in database that reflects background check is required.
4. Volunteer Coordinator to check twice weekly in the database for approved volunteer status.
 - a. If approved go to step 5
 - b. If status remains "potential" Volunteer Coordinator to follow up with Volunteer regarding status of background check form submission every 2 weeks.
 - c. If rejected, H.O.N.O.R. President to contact potential volunteer with explanation.
5. Once Volunteer is moved to approved status by Database Administrator:
 - a. If Volunteer is working as a Team Leader, Volunteer Coordinator will mail the following items to Volunteer:
 - i. Volunteer Welcome Letter (pre-signed by President and to be signed by NVC) (contains NVC name and contact #)
 - ii. Team Lead Job Description
 - iii. 3 Work Order forms with self addressed return envelopes

- iv. 3 Elder Survey forms with self addressed return envelopes
 - v. 3 Christian ministry memento's i.e.; handmade cross or similar item, if available
 - b. If Volunteer is working as a Team Member then Volunteer Coordinator will mail the Volunteer:
 - i. Volunteer Welcome letter
 - ii. Team Member Job Description.
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Quarterly Reporting of Volunteer Hours

1. The VC will provide the quarterly and annual volunteer hours worked report.
 - a. Create report from website volunteer totals information
 - b. Present at quarterly board meetings the following:
 - i. # of volunteers utilized and associated hours
 - c. Annual – compile volunteer total hours for year and awards to be given.
 - i. All volunteers = certificate reflecting # of volunteer hrs for year and cumulative
 - ii. 25 hrs = shirt & hat
 - iii. 100 hrs = plaque